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30 December 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
30 December 19651. Career Training Program

In view of Agency interest in the language capabilities of professional employees, particularly CTs, the Career Training Staff made a survey of all students enrolled in CT classes during the period 1960-1965 to determine how many entered the Program with no foreign language proficiency.

The results of this survey are as follows:

<u>Class</u>	<u>Number of Students in Class</u>	<u>Students with No Language</u>	<u>Percentage</u>
July 1960	52	12	23%
January 1961	51	9	17%
July 1961	38	7	18%
January 1962	32	7	21%
July 1962	52	8	15%
January 1963	76	12	15%
July 1963	76	11	14%
January 1964	75	12	16%
July 1964	75	10	13%
October 1964	35	5	14%
January 1965	74	4	5%
March 1965	32	1	3%
July 1965	66	4	6%
October 1965	41	2	5%

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2. Language Training School

25X1A [REDACTED] of NSA's personnel policy planning staff visited the Language Training School on 22 December to discuss foreign language incentive award programs. [REDACTED] outlined the Agency's award program and its history and discussed with them the various problem areas in instituting such a program. NSA is interested in exploring a means of maintaining transcriber and translator skills by offering incentives for maintenance of skills by individuals who are not using them on the job. The NSA representatives expressed gratitude for the frank discussion of problem areas and proposed sending their draft of a program to us for comment at a later date.

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[REDACTED]
MATTHEW BAIRD
Director of Training

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